

## **EDITED TASK LISTING**

### **CLASS: CORRECTIONAL CAPTAIN**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Oversee all departmental staff in the monitoring of the security audits (e.g., escape prevention plan, tool key control, staff/vehicle accountability, inmate count, gate procedures, classification process, etc.) of the institution in order to identify security deficiencies and implement corrective measures, etc. utilizing security audit documents, visual/physical inspections, corrective action plans, etc., in compliance with the Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, departmental policies and procedures, etc., as required.
<b>2.</b>	Oversee staff (e.g., custody, medical, clerical, etc.) in receiving and releasing inmates (e.g., new commitments, Paroles, Parole violators, Transfers, Out to Courts/Medicals, etc.) in order to conduct initial housing screening of inmates based upon level of classification, custody designation, mental health/medical concerns, safety, parole conditions/considerations, etc. utilizing authorized records/documents (e.g., CDC Forms 7252, 161, 135, etc.), California Penal Code (PC), CCR Title 15, DOM, Institution's Operational Procedures (OPs), Court Mandates (i.e., Clark, Coleman, Plata, Armstrong, Perez, Safekeeper agreement.), etc., as required.
<b>3.</b>	Oversee all departmental staff in the coordination and the completion of emergency and routine inmate counts in order to comply with laws, rules, regulations, etc., utilizing the PC, CCR Title 15, DOM, OPs, etc., as required.
<b>4.</b>	Maintain a safe and secure environment in order to implement preventive measures to address potential inmate disruptive situations, etc., by utilizing site observation, site survey, correctional awareness, reviewing information (e.g., correspondence, staff reports, interviews, inmate behavior, etc.), as needed.
<b>5.</b>	Oversee all departmental staff in maintaining a safe and secure environment in order to implement preventive measures to address potential inmate disruptive situations, etc., by utilizing site observation, site survey, correctional awareness, reviewing information (e.g., correspondence, staff reports, interviews, inmate behavior, etc.), as needed.

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<b>6.</b>	Oversee all departmental staff in the control and photo identification of all movement (e.g., ducats, passes, yard releases, escorts, etc.) of inmates, staff, visitors, vendors, volunteers, equipment/property, etc., through inner and outer perimeter gates/doorways, to ensure they are properly supervised, inspected/searched, etc. in order to reduce the introduction of contraband, prevent escape, ensure staff/inmate accountability, etc., utilizing laws, rules, regulations, CCR Title 15, DOM, departmental policies and procedures, etc., as required.
<b>7.</b>	Maintain an effective Staff Accountability process in order to ensure all individuals on institutional grounds are safe and accounted for by utilizing an up to date Staff Accountability Plan, training, conducting a review of the plan, conducting drills, etc., to comply with departmental policies and procedures, etc., as required.
<b>8.</b>	Oversee all departmental staff have the required equipment (e.g., keys, tools, safety equipment, etc.) on their person, in order ensure the safety of all individuals, to comply with DOM, departmental policies and procedures, etc. utilizing uniform/equipment inspections, training, audits, etc., as required.
<b>9.</b>	Oversee all departmental staff in the use of the emergency alarm systems, etc. in order to ensure staff monitors, responds and tests emergency alarm systems (e.g., personal alarm devices [PAD], fire, emergency response, electrified fence, etc.), utilizing training, DOM, OPs, departmental policies and procedures, etc., as required.
<b>10.</b>	Oversee custody staff in the approval and denial process of inmate visitors, volunteers, vendors, etc. in order to ensure safety and security of the institution, etc. utilizing a gate clearance and visiting questionnaire forms, Automated Visitor Information System (AVIS), California Law Enforcement Tracking System, (CLETS), CCR Title 15, DOM, departmental policies and procedures, etc., as required.
<b>11.</b>	Oversee custody staff with the operation of inmate visiting areas and activities (e.g., family, medical, hospital guarding units, etc.) at all locations in order to maintain safety and security of the correctional setting, reduce introduction of contraband, and facilitate a safe visiting experience, prevent escapes, etc. utilizing CCR Title 15, DOM, departmental policies and procedures, visiting reports, etc., as required.
<b>12.</b>	Oversee all departmental staff in the control and accountability of keys, locks, equipment, and security devices in order to maintain a safe and secure environment, etc. utilizing audits, inspections, work orders, etc. and to comply with DOM, departmental policies and procedures, etc., as required.

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<b>13.</b>	Oversee staff (locksmith, custody, etc.) in the maintenance of keys, locks, equipment, and security devices, etc., in order to maintain a safe and secure environment, etc., utilizing audits, inspections, work orders, purchasing process, etc. and to comply with DOM, departmental policies and procedures, etc. as required.
<b>14.</b>	Oversee custody staff in the performance of security audits (e.g., escape prevention plan, tool key control, staff/vehicle accountability, inmate count, gate procedures, classification process, armory, perimeter tours, etc.) of the institution in order to identify security deficiencies and implement corrective measures, etc. utilizing security audit documents, visual/physical inspections, corrective action plans, etc., in compliance with CCR Title 15, DOM, departmental policies and procedures, etc., as required.
<b>15.</b>	Oversee custody staff in conducting searches (e.g., inmates, cells, dormitories, shops, recreation yards, grounds, and any other areas, etc.) in order to maintain the safety, security, and the orderly operation of the correctional setting, etc., utilizing training, cell and grid search logs, visual inspections, CCR Title 15, DOM, departmental policies and procedures, etc., as required.
<b>16.</b>	Oversee custody staff in the transportation of inmates in order to ensure public/staff/inmate safety, staff are appropriately equipped/trained (i.e., emergency procedures, security/escape risks, various communication systems/skills, defensive driving techniques, universal precautions), etc., utilizing approved departmental safety equipment/weapons, PC, CCR Title 15, DOM, etc., as required.
<b>17.</b>	Oversee custody staff in the identification and/or monitoring of prison gang/disruptive group members and associates in order to validate status, control illegal activities, stabilize the institutional operations, maintain a safe and secure environment, communicate with outside law enforcement agencies, etc., utilizing investigation/intelligence reports, etc. as required.
<b>18.</b>	Oversee custody staff in the operation of the electrical fence (e.g., inspection, monitoring alarm system, patrolling, and training, etc.) in order to maintain the integrity of security perimeter, escape prevention, etc., utilizing the DOM, departmental policies and procedures, Department of Fish and Game guidelines, etc., as required.

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<b>19.</b>	Oversee custody staff in the use of authorized weapons in order to ensure only qualified staff are assigned to armed posts and monitor the use and maintenance of weapons, etc. utilizing routine inspection of weapons qualification/certification cards (CDC Form 861), In Service Training (IST) reports, visual inspection of weapons, on-site weapon inventory logs/sheets, etc., in accordance with PC, CCR Title 15, DOM, departmental policies and procedures, etc., as required.
<b>20.</b>	Oversee departmental staff in the proper storage and reporting of hazardous materials in order to promote good safety practices, comply with laws, rules, and regulations, etc., utilizing Materials Safety Data Sheets (MSDS) and in accordance with State Administrative Manual (SAM), State procedures and Federal guidelines, etc., as required.
<b>21.</b>	Oversee custody staff in the inmate drug testing process (random/reasonable cause/mandatory) in order to ensure a safe, secure and drug free environment, and the process is completed according to policy and procedures, etc. utilizing PC, CCR Title 15, DOM, departmental policies and procedures, etc., as required.
<b>22.</b>	Oversee all departmental staff to ensure compliance with exposure control plans to include Personal Protective Equipment (PPE) kits, bio hazard cleanup kits, etc., are inventoried, complete, and readily accessible in order to minimize individuals' exposure of bio hazard materials, etc., utilizing universal safety precautions, Local Exposure Control Plan, laws, rules, regulations, departmental policies and procedures, etc., as required.
<b>23.</b>	Oversee custody staff in the completion of Control generated inmate housing records in order to maintain an accurate accountability and housing location of the inmate population, etc. utilizing Distributed Data Processing System (DDPS), running count, CDC Forms 135, 154, and 161, bed cards, DOM, departmental policies and procedures, etc., as required.
<b>24.</b>	Oversee custody staff and approve recommendations for the placement of inmates on contraband security watch in order to minimize the introduction of contraband into the correctional setting, retrieve evidence, etc. utilizing various reports (e.g., confidential reports, intelligence gathering, CDC Form 128B, investigative reports, etc.), DOM supplements, departmental policies and procedures, etc., as required.

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<b>25.</b>	Oversee all departmental staff in the compliance/enforcement of policies and procedures of the Injury Illness Prevention Plan (IIPP) in the storage, use and maintenance of hazardous material (e.g., decontamination, identification, material safety data sheets [MSDS], etc.) in order to maintain a safe work environment and effectively contain/control and protect all individuals from exposure, etc., utilizing laws, rules, regulations, etc., as required.
<b>26.</b>	Oversee all departmental staff in the assessment and implementation of modified programs and activities due to inclement weather conditions, emergencies, institutional needs (e.g., training mandates, tuberculosis testing, etc.) in order to maintain security and meet operational needs, etc. utilizing CCR Title 15, DOM, departmental policies and procedures, etc. as needed.
<b>27.</b>	Participate in various meetings/committees/teams (e.g., Executive Staff, Executive Use of Force Review Committee, Safety Committee, Emergency Response Review Committee [ERRC], Quality Management Committee [QMC], etc.) in order to develop policies and procedures, provide two-way communication with various disciplines and executive staff, make recommendations, enhance institutional efficiency, ensure the overall safety and security of the institution, etc., utilizing effective communication skills, staff expertise, professional knowledge and experience, court mandates, DOM, etc., as directed by the Warden and/or as required.
<b>28.</b>	Participate as a Chairperson during meetings/committees/teams of the Key and Tool Control Committee, Electric Fence Review Committee, Unit Classification Committee, Grievance Resolution, etc. in order to enhance institutional efficiency, ensure the overall safety and security of the institution, etc., utilizing effective communication skills, staff expertise, professional knowledge and experience, as directed by the Warden, and/or as required.
<b>29.</b>	Oversee custody staff in the application of calculated use of force incidents to include instruction/training, etc., in order to ensure compliance with the Department's Use of Force policies and procedures, etc., utilizing PC, CCR Title 15, DOM, etc., as required.
<b>30.</b>	Review and critique Use of Force incidents as the 1 <sup>st</sup> Level Manager's Review in order to ensure compliance with and application of the Department's Use of Force policies and procedures and recommend the need for follow-up or corrective action, etc., utilizing PC, CCR Title 15, DOM, etc., as required.

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<b>31.</b>	Oversee custody staff in the implementation and enforcement of the apprenticeship program in order to ensure the correctional staff (e.g., Correctional Officers, Correctional Counselor I, etc.) receive varied work training experience (e.g., shift rotation, hours in designated work process categories, etc.), and develop a trained, competent work force, etc. utilizing laws, rules, regulations, DOM, departmental policies and procedures, etc. as required.
<b>32.</b>	Provide training to all departmental staff as a subject matter expert (e.g., New Employee Orientation, Inmate Discipline, Use of Force, Post Assignments, etc.) in order to develop a trained efficient work force which will meet the day-to-day operational needs of the correctional facility and provide a safe and secure environment, etc., utilizing PC, Title 15, DOM, laws, rules, regulations, departmental policies and procedures, etc. as needed.
<b>33.</b>	Oversee all departmental staff in completion of various drills (e.g., fire, electrified fence, medical emergency response, alarm response, staff accountability, etc.) in order to develop a trained efficient work force which will meet the day-to-day operational needs of the correctional facility and provide a safe and secure environment, etc., utilizing PC, Title 15, DOM, laws, rules, regulations, departmental policies and procedures, etc., as required.
<b>34.</b>	Encourage staff (e.g., custody, clerical, counselors, etc.) in their career development by providing upward mobility information/resources, etc., in order to promote staff development, increase staff knowledge skills and experience, etc., utilizing on-the-job training, recommending special assignments, out-of-class and/or training and development (T&D) assignments, afford employees the opportunity to attend in service/out service training, etc., as needed.

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<b>35.</b>	Supervise staff (e.g., custody, clerical, counselors, locksmith, etc.) regarding personnel practices (e.g., recommend candidate for hire, develop interview questions, arrange interview panels, recognize special achievement/awards, recommend corrective action/adverse action, review timesheets and vacation requests, overtime management, employee performance, Individual Development Plan [IDP]/performance appraisal, return to work, fitness for duty, Family Medical Leave Act [FMLA], Family School Partnership Act [FSPA], Fair Labor Standards Act [FLSA], Sexual Harassment Prevention, EEO, etc.) in order to comply with standard employment policies, departmental policies and procedures, State Personnel Board (SPB) and Department of Personnel Administration (DPA) laws and rules and ensure completion of assigned duties and maintain a level of expected standards utilizing effective communication skills, standard personnel practices, departmental forms, departmental policies and procedures, SPB and DPA laws, rules, regulations, etc., as needed.
<b>36.</b>	Prepare various written documents (e.g., investigative fact finder, correspondence, grievance, inmate appeals, new departmental directives, policies and procedures, DOM revisions/supplements, inter-departmental memorandums, Notice of Unusual Occurrences, etc.) in order to establish a new directive, provide various data/information to staff/management, public, Public Officials, inmate families/counsel, etc., utilizing effective written communication skills, staff knowledge, research, written directives, DOM, Administrative Bulletins, Institutional Operational Procedures, etc., as required.
<b>37.</b>	Update various written documents (e.g., investigative fact finder, correspondence, grievance, inmate appeals, new departmental directives, policies and procedures, DOM, inter-departmental memorandums, Notice of Unusual Occurrences, etc.) in order to establish a new directive, to provide various data/information to staff/management, public, Public Officials, inmate families/counsel, etc., utilizing effective written communication skills, staff expertise, research, written directives, DOM, Administrative Bulletins, Institutional Operational Procedures, etc. as required.
<b>38.</b>	Oversee custody staff in the development, review and annual updating of work site accessible post orders, in order to ensure they reference current departmental policies and practices and have been read and signed by custody staff utilizing CDCR form 1860 (Post Order Acknowledgement), DOM, Administrative Bulletins, etc., as required.

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<b>39.</b>	Participate in the development and review of Budget Concept Statements (BCS), Budget Change Proposals (BCP), Contracts, etc., in order to obtain approval and secure funding for necessary equipment, staffing, services, and effectively manage the daily operations within a correctional setting, etc. utilizing various budget reports, departmental policies and procedures, SAM, DOM, etc., as needed.
<b>40.</b>	Implement departmental policies and procedures in order to properly administer programs, incorporate the department's/institution's mission, to comply with legal mandates, laws, rules, regulations, etc., utilizing professional knowledge and experience, delegation to staff, other documents (e.g., PC, Title 15, DOM, departmental memos, etc.), as needed.
<b>41.</b>	Review all reportable incidents within assigned area by reviewing reports of staff witnesses, evidence processing (e.g., video tapes, photographs, etc.), and initiating review/clarification notices when appropriate, etc. in order to ensure complete and accurate documentation has occurred, protection of crime scene integrity, utilizing Title 15, DOM, departmental policies and procedures, effective verbal and written communication skills, etc., as required.
<b>42.</b>	Monitor the inmate disciplinary process (CDC 115 Rules Violation Log) for accuracy, accountability and due process requirements, etc. in order to ensure regulatory requirements are met, etc. utilizing disciplinary reports/logs, provide on-the-job training for the Hearing Officer (HO)/Senior Hearing Officer (SHO), Title 15, DOM, departmental policies and procedures, etc., under the direction of the Chief Disciplinary Officer (CDO).
<b>43.</b>	Oversee the Inmate Assignment Office in order to promote an equitable and diverse workforce/environment at all sites, to ensure work assignments have the required number of inmates assigned, are properly staffed and supervised, etc., by monitoring the application and utilizing Title 15, DOM, departmental policies and procedures, etc., as required.
<b>44.</b>	Maintain accurate records in order to comply with laws, rules, regulations, retain historical data, accurate management records retention system (i.e., supervisory files, monthly reports, count packages, incident/use of force reports, investigations), etc., utilizing computer data systems, paper filing system, laws, rules, regulations, etc., on a continuous basis.



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<b>45.</b>	Assign staff inmate appeals/responses (CDC 602-Inmate/Parolee Appeal Form, CDC 1824-Reasonable Accommodation Request Form [ADA], etc.) in order to review, resolve, respond and track/monitor appeals within the specified time constraints and to comply with PC, Title 15, DOM, departmental policies and procedures, etc., utilizing effective written communication skills, past approved correspondence, investigative research, professional knowledge, etc., directed by the Appeals Coordinator and/or as required.
<b>46.</b>	Review staff inmate appeals/responses (CDC 602-Inmate/Parolee Appeal Form, CDC 1824-Reasonable Accommodation Request Form [ADA], etc.) in order to review, resolve, respond and track/monitor appeals within the specified time constraints and to comply with PC, Title 15, DOM, departmental policies and procedures, etc., utilizing effective written communication skills, past approved correspondence, investigative research, professional knowledge, etc., directed by the Appeals Coordinator and/or as required.
<b>47.</b>	Prepare staff inmate appeals/responses (CDC 602-Inmate/Parolee Appeal Form, CDC 1824-Reasonable Accommodation Request Form [ADA], etc.) in order to review, resolve, respond and track/monitor appeals within the specified time constraints and to comply with PC, Title 15, DOM, departmental policies and procedures, etc., utilizing effective written communication skills, past approved correspondence, investigative research, professional knowledge, etc., directed by the Appeals Coordinator and/or as required.
<b>48.</b>	Participate as a member in the Emergency Operations Center (EOC) in order to resolve institutional emergencies utilizing specialized trained staff, equipment, Title 15, DOM, departmental policies and procedures, etc., as required by the Interim/ Emergency Commander.
<b>49.</b>	Conduct administrative reviews of the Order For Placement into Segregated Housing (CDC form 114D) in order to ensure compliance with due process, appropriate housing, etc., utilizing CCR Title 15, DOM, departmental policies and procedures, etc., as required.
<b>50.</b>	Oversee staff (i.e., custody or designated employees) conducting inquiries regarding allegations of staff misconduct/complaints, security, gang related issues, etc. in order to determine/establish objective facts related to allegations, etc. utilizing interviews, reports, physical evidence (i.e., photographs, video tapes), etc., as directed by PC, Title 15, DOM, etc., and as required.

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<b>Task #</b>	<b>Task</b>
<b>51.</b>	Review inquiries conducted by custody or designated employees regarding allegations of staff misconduct/complaints, security, gang related issues, etc. in order to determine/establish objective facts related to allegations, etc. utilizing interviews, reports, physical evidence (i.e., photographs, video tapes), etc., as directed by PC, Title 15, DOM, etc, and as required.
<b>52.</b>	Conduct inquiries regarding allegations of staff misconduct/complaints, security, gang related issues, etc. in order to determine/establish objective facts related to allegations, etc. utilizing interviews, reports, physical evidence (i.e., photographs, video tapes), etc., as directed by the Warden.
<b>53.</b>	Represent the Department, in formal or informal settings, regarding legal proceedings, subject matter expertise, State Personnel Board hearings, workers compensation hearings, labor negotiations/arbitration, legislative hearings, meetings, conferences, etc., in order to obtain and report information and/or represent the interest of the Department, etc., utilizing personnel/investigative records, interpersonal skills, professionalism, personal expertise, etc., as needed and/or upon request.
<b>54.</b>	Participate in the employee corrective action/discipline process (e.g., training, verbal counseling, Employee Counseling Records [ECR], Letter of Instructions [LOI], adverse action, etc.) in order to improve employee performance or address issues of substandard performance, etc., by utilizing various resources (e.g., Memorandum of Understanding [MOU], SPB laws and rules, Peace Officers Bill of Rights, Departmental policies and procedures, etc.) as needed.
<b>55.</b>	Initiate and/or recommend the employee corrective action/discipline process (e.g., training, verbal counseling, ECR, LOI, adverse action, etc.) in order to improve employee performance or address issues of substandard performance, etc., by utilizing various resources (e.g., MOU, SPB laws and rules, Peace Officers Bill of Rights, Departmental policies and procedures, etc.) as needed.
<b>56.</b>	Oversee staff (e.g., personnel, budget, custody, etc.) in the reconciliation of the Post Assignment Schedule (PAS) with the Governor's Budget and the Master Assignment Roster (MAR), position authorization, etc., in order to operate within budget allotment, etc., utilizing laws, rules, regulations, DOM, department policies and procedures, as required.

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<b>57.</b>	Oversee the Personnel Assignment Office (e.g., custody, clerical, etc.) in order to manage custody daily attendance records, personnel movement sheet (PMS), PAS, distribute various documents (e.g., FLSA, Alpha Roster, MAR, etc.) to the appropriate work areas, etc., utilizing the PMS (e.g., job change, vacation and training schedules, etc.), Alpha Roster, MAR, employee FLSA sign-in sheets, DPA laws, rules, etc., as required.
<b>58.</b>	Oversee custody staff in the armory functions (e.g., inventory, maintenance, audits, procurement, reporting, issuance, etc.) of weapons and equipment (e.g., radios, restraints, vests, escape kits, hospital kits, etc.) in order to maintain accountability, ensure staff maintain current qualifications, ensure weapons and equipment are functioning properly, etc. utilizing laws, rules, regulations, Title 15, DOM, departmental policies and procedures, etc. as required.
<b>59.</b>	Oversee custody staff in the security of the offsite medical guarding units and hospital details to include establishing local policies and procedures, conducting on-site inspections, training, security, contract, jurisdictional and staffing concerns, determining evacuation routes, etc. with outside hospitals, law enforcement agencies, etc., in order to ensure a safe secure off site medical operation, etc., utilizing outside agencies, mutual aid agreements, contracts, effective communication skills, laws, rules, regulations, CCR Title 15, DOM, departmental policies and procedures, etc., as required.
<b>60.</b>	Oversee staff (e.g., custody, clerical, etc.) in the processing (approval/disapproval) of inmate mail and property (e.g., personal property, special packages, special purchases, correspondence, health care appliances, etc.) in order to control the introduction of contraband and comply with property regulations, etc., utilizing laws, rules, regulations, Title 15, DOM, departmental/institutional policies and procedures, etc., as required.
<b>61.</b>	Establish, promote and maintain confident and cooperative working relationships with all departmental and contract employees, volunteers, the public, other State agencies, law enforcement officials, private agencies, etc. in order to meet the department's goals and objectives, promote communication/participation, enhance morale and productivity, educate, establish cooperation, etc. utilizing various resources (e.g., interpersonal skills, effective communication skills, professional knowledge, meetings, etc.) on an ongoing basis.

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<b>62.</b>	Serves as Administrative Officer of the Day (AOD) in order to ensure appropriate notifications are made relative to operational issues, provide support and direction for institutional staff and managerial oversight of institutional operations during other than normal duty hours, utilizing various resources (i.e., professional knowledge, experience, training), etc., as scheduled.
<b>63.</b>	Monitor ongoing changes in the Department's policies and procedures in order to ensure institution/departmental staff has current information for use in the day-to-day operation of the institution, utilizing institution and departmental policies and procedures, rules, regulations, court mandates, AB's, mandated training, MOU, etc., as required.